2015 YCEBT: Revised: 09/26/14 mm   **Please distribute to EVERYONE who prepares agenda items.**

•Salmon Columns = Use "hidden" columns -- for BOS Staff use only -- *Hide these Columns before sending schedule to AQ Users.*

•Grey Colunmns   = not hidden -- can be sent to AQ Users -- *Send only the grey columns to AQ Users.*

1 BOT MEETING DATE = 4th Wed.	2 SEND DEADLINE REMINDER = Thu., 4 wks before meeting	3 DEADLINE for AGENCY HEADS to SUBMIT ITEMS = Tue., 3 wks before meeting	4 1) PREP 1ST DRAFT AGENDA. = Wed., 2 wks before meeting	5 AGENDA-REVIEW MEETING DATE = Mon., 1 wk before meeting	6 PACKET DISTRIBUTION DAY = Wed., 1 wk before meeting	7 POSTING DAY = Mon., 2 days before meeting	8 COMMENTS	
01/28/15	12/31/14	01/06/15	01/14/15	01/19/15	01/21/15	01/26/15		
04/22/15	03/26/15	04/01/15	04/08/15	04/13/15	04/15/15	04/20/15		
7/22/15	06/25/15	06/30/15	07/08/15	07/13/15	07/15/15	07/20/15		
10/28/15	10/01/15	10/06/15	10/14/15	10/19/15	10/21/15	10/26/15		

The YCEBT is required to meet at least once each quarter. Special Sessions may be optional

C:\Users\19350\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\Q9T9P4V7\[2015 YCEBT Mt'g   Deads.xlsx]Sheet1